STATE OF MISSOURI
IMFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
March 20, 2002

ATTENDEES:

Jill Hansen	Tom Robbins	Rex Peterson
Brenda Dillane	Paul Wright	Ted MacDonald
Gerry Wethington	Rich Beckwith	Rex Peterson
Jim Roggero	Todd Craig	Ted MacDonald
Pat Brooks	R. D. Porter	Ron Thomas
Dean Williams	Brenda Wilde	Gina Hodge
Scott Peters	Chris Wilkerson	Jan Grecian
Maj. Curt Christian	Bob Meinhardt	Ron Welschmeyer
Lew Davison	Gail Wekenborg	Dan Steidley
Dave Schulte	Clint Schafer	Jeff Falter
Gary Lyndaker	Barry VanSant	Karen Boeger
Don Lloyd		

PRESENTATIONS

Overview of DESE's Web Based Grants Applications -- Paul Wright
Paul talked of what DESE has been doing for the last five years on web based applications. Consolidated Grants was the first application developed and was put into production in July 1997. Since 1997 DESE has added another thirteen to fourteen applications that have been put on the web for various types of data, grants, and other types of collections. Diana James demonstrated a Power-point presentation overview of what has been done with the grant application and other applications that DESE is working on at this time. DESE has had much success with these applications and various other States are looking at them.

Gerry asked how is it that other states can find a way to use grant applications and yet, Missouri can't find a way to internally share this application. If other states can take a Missouri developed resource and be effective with it, saving them time, effort and money, why can't we? Gerry indicated that this was an impressive application.

ACTION ITEMS

1.   Approval of the February 20th, 2002, Information Technology Advisory Board Meeting Minutes

Motion to approved was made by Jim Roggero, with amended change to Action Item software "piracy" policy, Gina Hodge seconded. Motion passed.

GENERAL BUSINESS

1. **CIO Update (Gerry Wethington)**

IMARK - Gerry talked about the IMARK presentation at the ITAB meeting in January. Jan Grecian is serving as a single point of contact with IMARK and a meeting was held last week with Tim Daniels, OIT's office and Economic Development. IMARK is making demands/requests that we cannot fulfill. What was presented as a package is not what we anticipated or expected. We may not be using IMARK.

MacAfee - Gerry has talked with Network Associates in regards to MacAfee. Network Associates would like to do the same thing as Smyatec. Network Associates wants to bring in a speaker to talk of security initiatives along with their management product. Their product (EOS) not only manages MacAfee but manages Smyatec on the desk

top. Bob Meinhardt and Cliff Gronauer will work with Gail and set up a presentation with Network Associates and coordinate through the Security Committee.

Business Continuity Budget - Markup has been held in Rep. Green's committee. Business Continuity was modified in House Mark-ups, they changed the funding source from General Revenue to Federal Funds. This was done in part because of some conversations with Homeland Security Office and a couple of Representatives, and now it is viewed solely as a Homeland Security issue, which it is not. Gerry will talk to some of the Representatives but the $600,000 in General Revenue funds will probably not be restored. It was left as $600,000 in Federal Funds and the indication was they wanted it to be delivered out of the Homeland Security budget. House committee also closed the item for Network Consolidation at $600,000 of Federal Funds, indicating that it also should come out of the Homeland Security budget. We don't know how much money we will get from the federal government but Homeland Security does not plan to set aside $1.2 million dollars for these two projects.

Gardner Group - Gerry met with the Gardner Group, talked about their services, what we are doing, what our plans are, HIPA, network consolidation, etc. They are aware of our contract issue and our state economy and where we are with budget but they would still like to do a teleconference of ITAB's choice, if we are interested. Gerry asked if the ITAB members were interested in doing a conference call of their choice. No indication was given from members, Gerry said he would let Gardner Group know that ITAB is not interested.

Digital State Survey - The first version of the survey has been turned in. The second version will be ready soon and there are two subjects. The first version (Courts, Law Enforcement and Social Services) was distributed to those who participated. Gerry indicated that when the first version was put together, they took a broader perspective than just an internal agency focus. For example, when they talked about the use of internet for judicial records, they used CASEnet; they used the ACSJIS system; they used Jim's involvement in national programs for electronic filing and for XML data standards. They used not only what the Patrol has done with mobile computing devises, but what has occurred in REGIS and ALERT in Kansas City and St. Louis; what is going on in Joplin and Carthage. The same thing was done in some of the Social Services areas in terms of the departmental client number and the discussion of how you extend that across the enterprise. This is probably the last attempt to get Missouri raised higher in the ranking. We cannot get Government Technology to tell us how they rank us, we cannot get the States who are in the top three to tell us how their responses were structured, organized, etc., they all view it as confidential. NASCIO has tried to get Government Technology to offer some insight as to how the States are graded. Gerry has talked to Quentin and told him this is probably our last run. If this achieves no results, Missouri will be the first state out of fifty to decline to participate.

Members were asked to think broader as the second version comes out and not to think within their own agency. Members were also asked, to think about the reach that they have and how it extends into local Government; whether it is county or municipal; what it does from a citizen's prospective; plus people that offer like services for you, even if it is within local and county government. The same thing was done with some of the Corrections environment, tying Corrections back to law enforcement, jails and victim identification.

Strategic Planning - When working on the strategic plan, it will be looked at from the prospective of outcomes, measures and results; what are the outcomes that ITAB is trying to achieve; what are the results that you are achieving. Gerry asked if it would be useful to bring in Ken Miller or Bill Botts in to give a presentation on the process. There are eight to ten MRI projects that are underway in the state with some departments being affected and influenced (MODot, DNR, etc.). Gary Lyndaker and others indicated that they would be interested, Gerry will talk to Ken and/or Bill.

OIT Budget - Bob and Mary are beginning to work on the OIT budget. Gerry hopes to have the budget ready by the April ITAB meeting and will indicate at that time what the OIT's budget will be for next year, along with what the billing will be. Mary will be calling agencies to schedule meetings regarding OIT's budget.

Security – Gerry discussed security policies and how some States have a screen that comes up every time you log on that has the security provisions or a link to what their security guidelines are. This makes employees consciously accept the security agreement every time they sign on. Jill Hansen indicated that OA will be implementing this procedure within the Department of OA, very soon. DESE indicated that they also have this type of security log on screen. Dave Schulte indicated that Corrections has employees sign a security agreement document. Dave will send a copy of this security document to R.D. Gary Lyndaker discussed what Department of Mental Health is doing with security.

Privacy Statement - Gerry asked if everyone has a privacy statement up on the web site and indicated if not, they should. The executive order that was drafted still has not been published but Gerry was asked to provide a copy of every agencies privacy statement on their web site and a fresh copy of the executive order.

E Government Dictionary - Two projects are underway. Traumatic Brain Injury (TBI) project which involves a number of agencies, has agreed to get together and talk about standardization of data attributes that would be used across agencies. This has now been extended to workforce development program, which addressed multiple agencies. There are two other projects which Gerry thinks would be excellent candidates. The first is the Highway Safety Driving While Impaired Intoxicated Project which involved State Courts, Department of Revenue, Highway Patrol, Department of Public Safety, Department of Transportation, Dept of Mental Health. The second project is the National Justice of Integration that is running through the NGA, we have $510,000 and probably will get more next year, which involves Corrections, Office of Prosecution Services, State Courts, Highway Patrol, Department of Public Safety, Attorney General, etc. This is one we need to pay attention to because the Department of Justice has just concluded facilitation of three entities; the joint task force on rap sheets which is the old Hoover sheet, the regional information sharing system and the courts electronic filing. These three groups got together and reconciled their data attributes and produced a data dictionary of 128 attributes that they feel are universal across justice. They have also brought in from a Department of Revenue perspective the American Association of Motor Vehicles Administrators, who are reconciling their data attributes to that dictionary, Jim Roggero is leading that national effort and is chair of the committee. They plan to bring in the states of Minnesota and Wisconsin to include their data dictionaries. If we were further along with TBI and workforce development, Gerry would submit Missouri to be included.

At the present time, there is a published dictionary with 128 attributes.

2. **Miscellaneous Items (Jill Hansen)**

Letters - On the ITAB Phone List, those names highlighted in yellow, indicated that we have not received letters from their supervisors indicating the ITAB representative for that agency. Jill reminded everyone that we need letters from Department/Agency Directors appointing the ITAB member and alternate for their Department/Agency. This can be a letter or e-mail to her with the appropriate information.

Phone List - Jill distributed a ITAB phone list and asked that corrections be made to this list and sent or given back to Brenda. We will produce another more updated list for the April ITAB meeting.

Action Items - Jill read over the action items listed with the February minutes and updated what had been completed and what had not been completed.

- Incident Reporting List - This list was distributed. Agency incident reporting persons are listed on the sheet. Let R. D. Porter know if the person listed is not correct.
- Strategic Planning Meeting - At this time, no date has been scheduled for the Strategic Planning Meeting. Bill Bott will be the facilitator.
- IBI Contract - Committee will be formed as the contract get closer.
- Business Continuity - Gerry has completed a white paper. The Business Continuity paper was submitted to the Homeland Security Office. Gerry will send out the document that was sent to Tim Daniels.
- IDMS Conversion - To date, no names had been submitted for IDMS conversion. Jill ask if anyone was interested in the IDMS conversion, Rex Peterson, Dennis Bax and Jim Weber indicated they were interested. Gerry will schedule a meeting.
- Policies for Accessibility - If anyone is interested in drafting policies for accessibility they are to contact Gerry or Tom Stokes.
- Software Piracy - This is an executive order that Microsoft drafted and recommended that Governor Holden sign, and Governor Holden said "no." It is based on executive orders that exist in eight other states. Gerry will circulate this order but he still needs to know who the people are that want to work on this effort.
- Digital Survey - Was discussed under Gerry's topics and the second version will be distributed soon.
- Performance Measurers - Gary Lyndaker may have a person interested in working on performance measurers. We could use a couple more volunteers, please let Gerry know.
- MOGISAC - Gerry has not given this information to Chris.
- Web Pages for User Groups - Nothing has been done on this.
- CA Contract Meeting - Bob Meinhardt has scheduled a meeting for April 10.
- Security Charter and Mentor Charter - These charters were sent out
- ITAB Phone List - Phone list was created and is waiting for corrections and/or updates.

3. **Architecture Review Committee Update (Jim Weber/Bob Meinhardt)**

Bob's committee has been in recess for the last couple of weeks but is about 90% complete. Bob will try to get meeting scheduled soon.

4. **Distance Learning Update (LTC Tom Smith)**

The committee meets this Friday, March 23. A teleconference will be conducted and look at the cost savings.

5. **Project Management Committee Update (Jim Rogerro/Tom Stokes)**

Jim Weber, indicated they met on March 15. The committee will have a plan back to ITAB before June. Individual groups will be meeting in April for a brain storming session. Jill and Gerry will be invited to one of these meeting.

6. **Performance Measures (Cliff Gronauer/Tom Stokes)**

Jill and Gerry discussed Performance Measurers as it pertains to the legislators. In budget hearings, it is being asked "somebody explain to me what process IT projects go through before they come across the street." Jill and Gerry have tried to explain in these hearings, the process that is gone through with Risk Management and how projects are reviewed, and how we put together oversight. The legislators are very interested and very concerned that by the time they get a budget request, they want to know what it has gone through. So they are asking what projects does that include, who does that, are we sure all of them go through this process, who is looking at them, etc. This is all because they don't understand them and they want to know by the time they get them, they are acceptable and reviewed by someone with expertise.

Gerry explained that in the risk program, if you are doing projects and they exceed $125,000 and they are not considered infrastructure upgrades, a risk plan is not required. What prompted the questions was when they specifically asked Jill ""tell me how much SAM II has cost at the Data Center for OA and how much it has cost in the agencies." Secondly, because of two specific budget request, one out of Corrections and one out of Highway Patrol, for data center charges, legislators wanted to know what Jill knew about those. When you look at infrastructure upgrades and data center charges, these are specifically excluded from that risk plan. Legislators do not feel any thing should be excluded. Legislators feel we need a comprehensive review of what IT costs in the state. Their concern is the data center is asking for money, OIT is asking for money and agencies are asking for money for exactly the same thing. The legislators feel we are "double dipping" and hiding money from them. Gerry feels ITAB has got to find a way to put together a short 3 to 7 minute education program (video or 2-3 handout pages) and that Gerry and ITAB members can carry with them to explain or show how the process works, because the legislators do not know. The impression is, agencies are subsiding OA which is a bad impression. Gerry complimented Roger Bisges on his presentation of data center consolidation and the chart he created that show utilization and cost growth. The chart showed a great picture on one page that was easily understood by anyone.

It was suggested that ITAB members meet for two to three hours and discuss questions that legislators have asked and may ask at future House and/or Senate budget hearings. Meeting will be scheduled as soon as possible and forwarded to ITAB members.

7. **Total Cost of Ownership (Dennis Bax/Jan Grecian)**

Groups are getting together and have had several meetings. Concerned about the measures and standards to be incorporated into TCO/ROI.

8. **Risk Management (Scott Peters/Tom Stokes)**

Met on Monday, March 18 to discuss current policies and how detailed the plans need to be.

9. Project Oversight (Gail Wekenborg/Debbie Tedeschi)

Met on March 22 will meet again on April 15. Reviewed a draft of an oversight document that OIT has put together.

10. Internet/MOREnet Update (Tony Wening)

No report

11. Statewide Purchasing Update (Karen Boeger)

Just got documents back from MAGIC and Julie Branigan is in the process of reviewing them and should be finished by the end of the week or the first part of next week.
With Oracle, they have had a conference call and it is moving along and looks better. Is it Ok to continue on single feasible source and would like to wrap up by the first week in April.
IT consulting is on the web site, should be able to download but it is over 100 pages. Contractors were asked to participate in an open house that should be scheduled sometime in April. Karen is talking to Gerry about coordinating a session on PAQs.

12. Personnel Committee Update (Chris Wilkerson/Jan Grecian)

Chris discussed a walk through of Lay-off Procedures. Personnel subcommittee will meet March 29. Department Directors can propose an alternate layoff plan. Chris discussed specialty codes and how they specialty codes can help develop a plan to retain employees. CIT I cannot have specialty codes however, all others can. Dave Schulte discussed how Corrections assigned specialty codes

Gerry asked if Chris has heard from OA Personnel regarding the GIS positions, Chris replied no.   Chris also talked about the SAM HR software that was demonstrated at the last meeting.

13. MOTEC Update (Gina Hodge/Jim Weber)

MOTEC budget has been sent out. Steering Committee met on March 13 and approved the cost allocation plan. The CAP has been shifted more towards usage base, so now it is 50/50. Fifty percent based on IT positions and fifty percent on usage. A presentation and a vote will be take place at the April ITAB meeting.

14. Security Committee Update (Rex Peterson/Bob Meinhardt)

At the December ITAB meeting a draft of the Security Charter was distributed, no vote was taken at that time. The Security Charter was redistributed at the March ITAB meeting. Jill asked if there was any discussion on the charter, comments or changes to be made. Gary Lyndaker commented that item 9.0 Term of Charter and Amendments Approval of Charter – if the ITAB is approving the charter, why are the amendments to the charter being made by the committee? If we approve the charter, then the committee can change it. Gerry and Jill both agreed that the changes need to come back to the ITAB meeting for approval. The charter should read "the recommendations for changes to the charter go to ITAB members for approval."

With the above change Gina Hodges moved the charter be approved, Jim Weber seconded. Motion was approved and passed.

15. Technology Services Update (Gail Wekenborg)

Sprint MAN contract was renewed and the contract was extended at our option, not Sprint's, through 2007. The current pricing will hold firm through June 30, 2003. An increase the following year of 4% but it is based on the original price and all increases go back to the original price. Sprint agreed that if you want to remove a MAN connection, if the MAN connection has been in service for a full 24 months there is no penalty. However, if it has

been in service for less than 24 months there are penalties of 35% or 25% of the remaining obligation. This is structured that if we get a competitor in Jefferson City, we could re-bid the service and take the best deal.

Incident Reporting – R. D. Porter discussed incident reporting outside Jefferson City. R.D. indicated that the Security Office will report any incident where something or someone has had an adverse affect upon the network. What the Security Office does not want to get into notifying of "acts of God" or "acts of un-thoughtful humans." R.D. indicated that the Security Office cannot be responsible for patches/fixes for various problems that can occur.

Gerry advised everyone that in the area of patches, in both proposals from Symatic and MacAfee, patches would be incorporated as part of the package (the blanket distribution) for each agency. Gerry also indicated that if we have a standardized program or a feature that sits at a designated state server that manages the environment, is a part of both programs. Gerry feels there will be some clarity added to notifications such as "acts of God" or "the power goes out in New Madrid" and it is not really a cyber intrusion attempt at the data center, once the Missouri Security Panel recommendations are put forth by the Governor. Gerry feels there will be some new assignments of responsibilities so people become aware of when this type of events occur and this responsibility will probably be shifted within Homeland Security or SEMA.

Jill encouraged everyone that has remote offices, and they have an incident, they should have some type of procedures within their department, to elevate it back to Jefferson City so we can send out and do a notification.

16. **HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt)**

Gary indicated nationwide, there is a draft proposal for an extension plan for the HIPAA group. This is a simple web form and they expect to have several hundred thousand, no one will be reviewing, they just need to be submitted.

HIPPA ITAB subcommittee asked some attorneys from various groups to meet with Mental Health, Health, Social Services and OSCA. They felt the overriding issue is statewide coordination of HIPAA efforts. The group felt there probably should be a statewide privacy officer or a statewide privacy group. In Gary's case, the representative or attorney that leads this group is the departmental privacy officer. Some concern the group has is statewide consistency in the training process and HR policies. There may be times that some individuals would be trained differently. Also, where should this group report? Should the group be in one agency such as Office of Administration, the Attorney General's Office, Lt. Governor's Office and report to someone that has statewide authority? This group does not want to be labeled as an IT group.

The group would like to look at sharing information between departments. There are business associate agreements that are specified as part of HIPAA but within the state, memorandums are usually used. This is another item that should be consistent statewide. One idea is to look at the statewide core training on either security or privacy or both. Another option is the demonstration that MOTEC did for Health and it seemed that Net-G (a training contract) to use one of their products for sexual harassment training and diversity training. If MOTEC could be used internally to develop a core course for basics privacy issues and basic security issues that could be used across HIPAA and other agencies who want to educate people in basic awareness in both of those issues; it would save a lot of money. To obtain a license for 10,000 employees could be costly.

17. **Sam II Data Warehouse Users Group Update (Mary Willingham/Debbie Tedeschi)**

There will be a meeting this week on MOBIUS and how you request and how we are administering MOBIUS.

18. **Privacy Committee (Scott Peters/Bob Meinhardt)**

Privacy Charter was distributed. It was requested that the charter be approved with the same changes as in the Security Charter (item 10.0 Term of Charter and Amendments Approval of Charter – if the ITAB is approving the charter, why the amendments to the charter be made by the committee? If we approve the charter, then the committee can change it. Motion to approve, was made by Jim Weber, Gary Lyndaker seconded. Motion passed.

HB 1445 on computer security legislation has been shared with Missouri Associated Press and their lobbyist. Scott and Jason Heldenbrand with OA Commissioner's Office met with Missouri Associated Press. One concern is the Missouri Sunshine law and how it could cripple anything they may want to do or data they may want to access.

19. Mentoring (Tim Dwyer/Jan Grecian)

Mentoring Charter was distributed. It was requested that the charter be approved with the same changes as in the Security Charter (item 9.0 Term of Charter and Amendments Approval of Charter – if the ITAB is approving the charter, why the amendments to the charter be made by the committee? If we approve the charter, then the committee can change it. Motion to approve, was made by Jim Weber, Gina Hodges seconded. Motion passed.

OPEN DISCUSSION

Jill discussed the action items that came out of today's meeting.

REVIEW OF ACTION ITEMS

- Gerry will get Ken Miller or Bill Botts to do a presentation on MRI - Gerry

- OIT will present their budget at the April Meeting - OIT

- DOC will get signed document that is used for security to R.D. - DOC

- Chris will find out how we put specialty codes on employees if they don't have them - Chris

- Jill will set up a meeting for anyone interested in discussing legislative issues - Jill

- MOTEC will present CAP in April - Gina

NEXT MEETING

1.   The next ITAB Meeting is scheduled for **April 24, 2002 at the Governor Office Building Room 450, 200 Madison Street.**

JH/bd

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Representatives of the news media may obtain copies of this notice by contacting:

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